



DEPARTMENT OF THE ARMY
HEADQUARTERS, 551ST SIGNAL BATTALION
BLDG 25605, BARNES AVENUE
FORT GORDON, GA 30905

ATZH-TBB

1 October 2016

MEMORANDUM FOR All 551st Signal Battalion Personnel

SUBJECT: Policy Memorandum No.9 – Safety

1. The purpose of this memorandum is to emphasize the importance of safety awareness to each and every member of the Battalion.
2. I am the Battalion Safety Officer and the S-2 is the Battalion Safety NCO. Each individual Company Commander is the Safety Officer for his or her company. The principal assistant Safety Officer responsible for individual safety is the first-line supervisor.
3. Commanders and supervisors within the Battalion will stress increased safety awareness through periodic safety orientations/briefings, guidance, and supervision on a continual basis.
4. Commanders and all supervisors will ensure that safety is considered when planning training or missions. An excellent tool for planning is the "Deliberate Risk Assessment" worksheet. Commanders and supervisors will conduct a formal risk assessment for each Battalion activity or mission. Worksheets will be retained by the unit in safety files for a period of six months.
5. Supervisors will ensure all operators of lawn equipment (mowers, edger's, etc.) are briefed on safety issues, use safety equipment (goggles, hearing protection, etc.), and licensed if required.
6. Each individual company or first-line supervisor is required to report all incidents immediately to the unit safety representative who will, in turn, contact the Battalion Safety NCO. The unit will then submit an Initial Incident Report through the chain of command to reach the Post Safety Office within seven days after the accident.
7. The point of contact for this memorandum is the Battalion Safety NCO, SSG Timothy Owens at timothy.t.owens8.mil@maill.mil or (706) 791-2823.

A handwritten signature in black ink, appearing to read "Alton J. Johnson", is written over a horizontal line.

ALTON J. JOHNSON
LTC, SC
Commanding